



**DEPARTMENT OF THE ARMY
CIVILIAN PERSONNEL ADVISORY CENTER
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BLDG 470, ROOM 2210
FORT LEONARD WOOD, MO 65473**



PECP-SWR-M

25 Jan 06

SUBJECT: Letter of Instruction (LOI) for Hazardous Duty Pay and Environmental Differential Pay for Federal Civilian Employees

1. The Letter of Instruction (LOI) must be followed by Commanders and Directors for approval of Hazardous Duty Pay (HDP) and/or Environmental Differential Pay (EDP) for Federal civilian employees.

2. HDP and EDP are additional compensation granted to Federal civilian employees who work under conditions described in the following references.

- a. 5 U.S.C. Section 5545 (d) (2).
- b. 5 U.S.C. Section 5343 (c) (4).
- c. 5 CFR Part 550, Subpart I (Sec 550.901-550.907).
- d. Appendix A of 5 CFR part 550, subpart I (as provided by 5 CFR 550.903 (a)).
- e. 5 CFR Part 532, Subpart E (Sec 532.511).
- f. Appendix A of 5 CFR part 532, subpart E (as provided by 5 CFR 532.511).

3. General Information.

a. Commanders are responsible for determining when this additional pay is warranted. Management must exercise diligence to reduce hazardous working conditions.

b. Employees may receive not less than 10% and not more than 25 per cent of his or her rate of basic pay in accordance with reference 2.a.

c. Employees may receive hazardous duty pay during overtime hours.

d. Hazardous duty already documented in Position Descriptions (PDs) will not be considered for additional receipt of HDP/EDP, unless the actual circumstances or conditions of the HDP/EDP have changed from the original classification of the position. An additional determination is required as outlined in the following procedures.

e. This LOI applies to Federal employees who request HDP or EDP.

4. PROCEDURES.

a. Employees who believe they qualify for HDP/EDP must raise the issue through their management chain of command by memorandum with justification as to why they feel

PECP-SWR-M

SUBJECT: Letter of Instruction (LOI) for Hazardous Duty Pay and Environmental Differential Pay for Federal Civilian Employees

entitled to receive HDP/EDP. Employees assigned to the training brigades must raise the issue to their Brigade Commander (O6), employees assigned to school elements must raise the issue to the respective school's Assistant/Deputy Assistant Commandant (O6 level) and employees assigned to all other TRADOC funded organizations must raise the issue to the Installation Chief of Staff (O6), and employees assigned to the Fort Leonard Wood Garrison must raise the issue to the Garrison Commander.

b. The O6 senior leaders specified in paragraph 4a above will request that the MANSCEN Safety Office conduct an in-depth analysis to determine if conditions exist in the duties being performed that would qualify an employee for HDP/EDP. That analysis will also determine whether the risk can be reduced to less than a significant level with adequate protective gear and/or other safety measures. The request must be in writing and include the current PD for the position.

c. The MANSCEN Safety Office and a representative from the Civilian Personnel Advisory Center (CPAC) must provide a work site assessment IAW 5 C.F.R 550.903 and send it to the requesting organization with a recommendation as to whether HDP/EDP pay is appropriate, based upon the physical hardships or hazards(s). The MANSCEN Safety Office response must include:

- (1) the nature of the duty;
- (2) the degree to which the employee is exposed to the hazard or physical hardship;
- (3) the length of time during which the duty will continue to exist;
- (4) the degree to which control may be exercised over the physical hardship or hazard;
- (5) the estimated annual cost to the agency if the request is approved (coordinated with a CPAC representative).
- (6) safety measures that should be used when performing the duty and the residual risk with controls in place and;
- (7) a recommendation for the amount of HDP/EDP IAW percentages described in paragraph 3b above (coordinated with a CPAC representative).

d. Once an organization has determined that an employee is entitled to HDP/EDP and is determined to pay HDP/EDP that organization will coordinate how the additional financial requirements will be funded with Directorate of Resource Management (DRM).

e. The DRM will assess the financial impact and notify the appropriate Commander.

PECP-SWR-M

SUBJECT: Letter of Instruction (LOI) for Hazardous Duty Pay and Environmental Differential Pay for Federal Civilian Employees

f. Commanders are responsible for the following:

(1) Approving hazardous duty pay for the employee in the position and ensure that HDP or EDP is properly coded on the employee's time and attendance card. If approved, refer back to paragraphs 4a through 4e to process the action.

(2) Determining if the duty risks can be reduced to less than a significant level with adequate protective gear and/or other safety measures. Coordination must be made with the Southwest Civilian Personnel Operations Center (CPOC) and the CPAC to modify the PD if necessary. The affected employee will be notified of the protective gear required, how to obtain it, and any other safety measures required.

(3) Initiating action to remove the duties from the position which qualify it for this additional pay and redistribute the duties to a soldier when appropriate. Coordination must be accomplished with the South West CPOC and the CPAC to modify the position description. Removal of duties could impact the classification or the existence of the position. The affected employee will be notified by their first line supervisor of the change(s).

5. Questions about this subject should be directed to the CPAC, 596-0280.



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CPAC Director